



411th BSB
Environmental Management System's
Cross Functional Team
17 November 2004
Meeting Summary

Ms. Osborne-Flesch opened the meeting by welcoming the group and re-iterating the importance of determining the significance of the environmental impacts of each activity conducted by the units within the 411th Base Support Battalion (BSB). Through the identification of significant impacts, the Environmental Quality Control Committee (EQCC), in conjunction with the Cross Functional Team (CFT), will be able to establish appropriate and effective objectives and targets to ensure a continual improvement in the BSB's environmental performance. Ms. Osborne-Flesch passed out the handouts to the attendees and began discussing the extract on ranking impact significance from the Procedure for the Identification of Aspects and Impacts. She led the group through several examples of scoring impacts using those previously identified by each of the units present. Individually, the group then proceeded to score their own unit's list of impacts with Ms. Osborne-Flesch's continued assistance.

During the process of scoring the significance of the impacts, a discussion of how the units could assign a relative cost score occurred. Currently, the BSB's Directorate of Public Works (DPW) is responsible for the costs associated with the electrical usage, solid waste disposal, water-usage and wastewater treatment of all of the tenant units within the BSB's footprint; a fact which makes assignment of those costs to individual tenant units rather difficult. (i.e. units do not receive a "bill" for these services; meters to track the usage/generation of these costs are at centralized areas and do not reflect the usage/generation data for individual buildings or units; etc.). In order to assign a relative cost factor for these activities, the CFT decided to use the available BSB-wide utilities cost information to generate an estimate of average cost based on the number and size of buildings utilized by each unit within the BSB's footprint.

At the end of the meeting, Ms. Osborne-Flesch briefly discussed the upcoming audit that U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) will conduct on the BSB's Environmental Management System (EMS) during the period 7-11 March 2005; more information will be shared as it is received.

The CFT Members were reminded that the next meeting will be held on 15 December 2004 at **1330** on Tompkins Barracks, Building 4219. Directions to the meeting location were provided and are as follows:



Immediately after entry at the Tompkins Barracks Main Gate take a Right at the First Drive. Building 4219 is Beside the Parking Lot, Next to German Kanteen.

Each attended was presented the following material:

1) Hardcopies of:

extract on ranking impact significance from the Procedure for the Identification of Aspects and Impacts; and

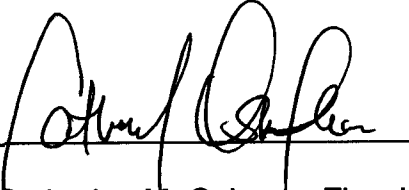
excel spreadsheets for scoring the significance of their unit's activities.

Upcoming Meetings:

15 December 2004, 1330, Tompkins Barracks, Building 4219

Attendees:

Mr. Horst Pommert, 411th BSB DPW FES
Mr. Don Wolf, AIC Hammonds
Mr. Jacob Whitehurst, 1st PERSCOM
Ms. Arrie Carson, DECA – Commissary
Mr. Ed Subjek, AMC
Mr. George Quick, AMC-DS-2
Mr. Roy Miller, AAFES
Ms. Valerie Neu, AAFES
Mr. Jason Dickerson, DDDE



Catherine M. Osborne-Flesch
411th BSB DPE EMO
EMS Coordinator



DISTRIBUTION:

Cross Functional Team Members
MAJ Capps, 411th BSB DPW
Mr. Taylor, 411th BSB DPW
Mr. Tafoya, 411th BSB
LTC Vanderpot, 411th BSB